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July 7, 2015
NOTICE OF JOB VACANCY
#15-117

An opportunity currently exists in the classified service within the Department of Law and Public Safety, Juvenile Justice Commission, Office of Employee Relations, for permanent State employees who meet the minimum job requirements specified below:

TITLE: Principal Clerk Typist

SALARY: \$34,628.13 - \$48,398.13

LOCATION: Juvenile Justice Commission
1001 Spruce Street, Suite 202
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Chief, Employee Relations and Legal Affairs, does clerical work including typing of a complex and/or technical nature requiring knowledge of department laws, regulations, policies, and procedures as well as the frequent exercise of independent judgment, organizes and performs assigned clerical, typing, supervisory work and clerical duties including the developing of effective work methods as the primary secretary for the Office of Employee Relations; assists within the unit to complete special projects assigned to the Office of Employee Relations; does related work as required

REQUIREMENTS:

EXPERIENCE: Two (2) years of keyboarding experience which shall have included clerical work containing a relatively large proportion of difficult tasks.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of general experience indicated above. Course work must include keyboarding skills, methods, and procedures, and other courses may include office procedures, word processing, and business English.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

If you possess the required experience and are interested in the above position, please send a cover letter (including job vacancy number) and current resume before the closing date of July 22, 2015:

***Juvenile Justice Commission
Office of Human Resources
Recruitment Officer
P.O. Box 107
Trenton, NJ 08625-0107
or email to
jjcrecruitment@jjc.nj.gov***

The “New Jersey First Act,” N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.